



# FY2024 Guide to Grants

for Projects Occurring July 1, 2023 through June 30, 2024

**Grant Programs are subject to change due to budget restrictions.**

## FY2024 Grant Cycle

**Missouri Arts Council is accepting new applications for FY2024 annual funding** in the following programs and categories:

- Arts Education
- Dance
- Electronic Media Arts
- Festivals
- Literature
- Multidiscipline
- Music – Vocal/Presenters
- Organizations of Color
- Visual Arts
- Partnership (by invitation only)

Arts Education and Partnership have their own application form. All other programs and categories will use the Annual Discipline application form.

**Closed Programs/Categories for FY2024 Annual Funding:** New Applicants that would like to submit an application for a project in the annual programs or categories listed below, then your Missouri Arts Council funding option is [FY2023 or FY2024 Express Grant](#), which has a rolling deadline.

- Arts Council – Operating Support
- Arts Council –Project Support
- Established Institutions
- Folk Arts
- Mid-Sized Arts Organizations
- Music – Instrumental
- Theater

**Returning Applicants from Closed Programs/Categories:** If your organization received annual FY2023 funding from the programs or categories listed above, you must submit an Off Year Application to receive FY2024 Missouri Arts Council support.

**Missouri Arts Council is accepting new applications for FY2023 and FY2024 Express Grants** on a rolling deadline in the following programs and categories:

- Arts Council Basic
- Arts Education
- Big Yellow School Bus
- Organizations of Color
- Project
- Touring – Community or School

Arts Education, Big Yellow School Bus, and Touring have their own application form. All other programs and categories will use the Express Project application form.

## About Missouri Arts Council

Missouri Arts Council, a state agency, provides funding to nonprofit organizations through grants that support quality arts programming throughout the state as well as meet our strategic goals:

- Engage people in meaningful arts experiences
- Grow Missouri's economy using the arts
- Strengthen Missouri education through the arts

Funding for the Missouri Arts Council is provided by the Missouri General Assembly through the state's annual budget bill approved by the governor, Missouri Cultural Trust, and National Endowment for the Arts. The MAC board determines the annual budget at the June meeting.

## **MAC's Commitment to Cultural Equity**

A core value of the Missouri Arts Council is to celebrate Missouri's cultural richness and diversity. All Missourians deserve to benefit from public investments in the arts. To support a full creative life for all, the Missouri Arts Council commits to championing policies and practices of cultural equity that empower a diverse, inclusive, equitable, and accessible state.

Board Approved December 2018

## **What Does MAC Fund?**

Missouri Arts Council funds art projects in most artistic disciplines that are open to the public. Funds may be used for artist fees, marketing, travel expenses, and more. A project may include the following:

- Performance of dance, music, opera, and/or theater (single performance or series)
- Arts festival or arts component at festival or county fair
- Exhibition or exhibition series
- Literary journal publication
- Film festival, film series, or production of media arts project
- Artist residencies (through Arts Education)
- Education programs (through Arts Education; some don't necessarily need to be open to the public)

## **Express and Annual Grants**

Missouri Arts Council funding is available through the Express and Annual Grants. While both support arts programming, there are key differences in terms of deadline schedule, complexity of the application (and therefore time required to prepare the application and support material), and processing time.

- **Express Grants** are designed for first-time applicants to Missouri Arts Council or smaller budget projects. They have a simpler application, more flexible deadline schedule, and quicker turnaround. The funding is smaller and corresponds with an easier application process. Also, Express Grants receive a higher amount of their request amount (ranging 60-100%) based on their average score. For example, an organization that requests \$2,500 may receive a grant for \$1,500 or more for an acceptable project scoring 60%. Higher scores would receive proportionally more funding.

**Deadline:** Applications are accepted on a rolling deadline, by the first Monday of the month which is at least two months before the project event date (or project incurs expenses, whichever occurs first). If the first Monday falls on a holiday, the deadline will be Tuesday. For example, if the project expenses will start December 2023 for a January 2024 performance, then the latest the application can be submitted by the first Monday of October 2023. The Missouri Arts Council encourages early submissions to support advance planning and ensure funding availability.

- **Annual Grants** are designed for experienced Missouri Arts Council applicants with large budget arts projects. The annual application is extensive and more demanding with a rigid deadline schedule, a more competitive review process, and a longer turnaround. While the request amount is higher, organizations receive a smaller percentage of their request based on our funding.

### **Deadlines:**

- Optional Email a draft proposal to the appropriate program specialist by the **last Monday in**

**January.** Off-Year applicants only submit Final Applications.

- Submit the final application, including support material, by the **last Monday in February**.

## **Who May Apply?**

To be eligible to apply for Missouri Arts Council funding, an organization must:

- Be tax-exempt as determined by the Internal Revenue Service and incorporated in Missouri as a not-for-profit corporation. You must maintain not-for-profit status by filing the annual or biennial registration report with the Missouri [Secretary of State's office](#) and annually filing Form 990 with the [Internal Revenue Service \(IRS\)](#).

**OR**

- Be a unit of federal or local government, such as a library, university, county, or municipal agency.
- Conduct the proposed project in Missouri.

This may include organizations like the following:

- |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>▪ Arts or arts education organizations</li><li>▪ Community arts organizations</li><li>▪ Social service organizations</li><li>▪ Religious organization</li><li>▪ Youth organizations</li><li>▪ Government agencies</li></ul> | <ul style="list-style-type: none"><li>▪ City parks departments</li><li>▪ Public school districts</li><li>▪ Private PK-12 schools</li><li>▪ Colleges and universities<br/>(see page 19 for additional eligibility and program requirements)</li></ul> |
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## **Ineligible to Apply**

The following entities are not eligible to apply for Missouri Arts Council funding.

- Individuals.
- New organizations (in operation less than a year). New and emerging arts organizations must consult with the Missouri Arts Council before applying. Emerging groups need time and assistance to develop their mission and create effective events and programs. See page 12 for details.
- Nonprofit organizations with foreign incorporation with the Missouri Secretary of State's Office. Exception: Organizations that were previously funded may continue to be funded if they maintain a Missouri based location and majority-Missouri board.
- For-profit organizations (including B Corporations).
- Nonexempt nonprofit organizations.

## **Maintaining Non-Profit Eligibility**

An organization must maintain its eligibility throughout the grant period. Missouri Arts Council funding will be jeopardized if any of the following occurs during the grant period:

- Organization doesn't file annual form 990 with the Internal Revenue Service (IRS) for the most recently completed fiscal year.
- IRS revokes the organization's tax-exempt status.
- Organization doesn't file timely registration reports with the Missouri Secretary of State's office (SOS) or its nonprofit status is administratively dissolved.
- Organization changes to a **non-Missouri** address as indicated with the IRS records, Form 990 returns, SOS nonprofit registration records (registered agent and organization's principal place of business or corporate headquarters), and/or other public records, such as the organization's

website and Facebook page.

The Missouri Arts Council will confirm the Missouri-based nonprofit eligibility when processing the application and double-check eligibility before paying invoice for reimbursement. The ineligibility issue(s) must be rectified before proceeding with the grant cycle, for example, forward application for panel review, issue Grant Agreement, and process invoice for reimbursement.

### **New Eligibility Requirement: SAM UEI**

All Missouri Arts Council applicants must obtain a SAM.gov-assigned unique entity identifier (UEI). For details, consult the [Guide to Obtaining a SAM-UEI Number](#).

### **Grant Request**

The request amount depends on the grant program. Request amount cannot exceed 50% of the project costs. The award amount is typically less than the request amount.

Payment of the Missouri Arts Council grant is always made on a reimbursement basis. Organizations must have sufficient cash reserves or incoming revenue to pay for all of the expenses upfront and then wait for payment from MAC. It is difficult to estimate processing time because there are many possible reasons for delays.

To receive payment of MAC award, all Missouri Arts Council grant recipients must be registered with the State of Missouri as a vendor with current address and banking information for Electronic Funds Transfer. For more information, consult [State Vendor System for Payment of Grants](#).

### **Match Requirement**

Missouri Arts Council grants must be matched on a one-to-one basis. The matching funds should come from other cash revenue sources—earned, private, or federal or local government. Please note that MAC funds cannot be matched with state funding. (Exception: Touring requires 40% match to MAC's 60%. Partnership match varies. Big Yellow School Bus doesn't require a match.)

### **You May Apply For More Than One Grant**

If you received	You may apply for one additional grant in:
Annual or Express Grant	Touring (Community) <b>or</b> Arts Education
Arts Council Grant	Touring (Community) <b>or</b> Arts Education (express or annual)
Mid-Sized Arts Institutions	Arts Education (Artist in Residence or Out of School only)
Established Institutions	No other grant.

Schools may also apply for School Touring or Big Yellow School Bus as part of their two grants. Partnership grants do not count towards your grant limit.

Grant Program	Maximum Request	Purpose of Grant Program
<b>Express Grants: Rolling Deadline.</b> First Monday of the month; at least 2 months before the start date.		
Arts Council Basic	\$3,500	Supports multidisciplinary arts projects for community arts agencies outside the cities of St. Louis and Kansas City.
Big Yellow School Bus	\$300	Supports transportation costs for one school field trip to arts program that is supported with Missouri Arts Council grant.
Express Arts Education	\$3,500	Supports artist in residence, out of school, and professional development programs in PK-12 grade schools.
Express Organizations of Color	\$3,500	Supports arts projects created by and/or targeted to African-American, Asian-American, Latino/Hispanic, and Native American communities.
Express Project	\$2,500	Supports arts projects with a simpler application, flexible deadline schedule, and quick turnaround.
Express Touring	60% of artist fee (\$3,000 maximum)	Supports hiring artists on MAC's Missouri Touring Performers Directory to perform in the community or local school.
<b>Annual Grants for FY2022 Returning Grant Recipients: Final Deadline is February 27, 2023.</b>		
Arts Council	\$20,000 Project \$35,000 Operating	Supports project or operating funding to community arts agencies outside the cities of St. Louis and Kansas City with multidisciplinary arts programs
Arts Education	\$30,000	Supports artist in residence, out of school, and professional development programs in PK-12 grade schools.
Discipline	\$30,000	Supports large budget projects in following disciplines: Dance, Electronic Media Arts, Festivals, Literature, Multidiscipline, Music, Theater, and Visual Arts.
Folk Arts	\$30,000	Provides support for the traditional folk arts of Missouri.
Organizations of Color	\$30,000	Supports arts projects created by and/or targeted to African-American, Asian-American, Latino/Hispanic, and Native American communities.
Established Institutions and Mid-Sized Arts Organizations	Percentage of eligible operating revenue	Provides operating support for select arts institutions that meet specific criteria.
<b>By Invitation Only: Final Deadline is February 27, 2023.</b>		
Partnership	Varies	Supports programs that are aligned with MAC strategic goals.

For details about the grant programs, consult the additional requirements on pages 15-18.

## Getting Started

1. Review the guidelines, application, and other grant material.
2. New applicants:
  - New applicants should contact the [appropriate program specialist](#) to ensure that their project is eligible for Missouri Arts Council funding and determine the appropriate grant program.
  - New applicants should follow the instructions in the [Guide to SmartSimple Registration](#).
3. Prepare the [online application form](#), attachments, and, if applicable, support material.
4. Submit the online application by the deadline:
  - **For Annual Deadline:** Submit the Off Year application by Monday, March 28, 2022.
    - Optional Email a draft proposal to the appropriate program specialist by the **last Monday in January**. Off-Year applicants only submit Final Applications.
    - Submit the final application, including support material, by the **last Monday in February**.
  - **For Express Grants/Rolling Deadline:** Submit the application, including support material, by the first Monday of the month which is at least two months before the project event date (or when the project incurs expenses, whichever occurs first).

## When in Doubt, Call or Email

If you read the policies in the Guide to Grants, instructions, and form and still don't know what to do, call or email your Program Specialist. We're here to help you. To determine the appropriate [program specialist](#), review the program and categories listed on the Missouri Arts Council website.

## **Requirements for MAC-Funded Projects**

Projects that receive Missouri Arts Council funding must meet the requirements below:

- **Be open to the General Public**

Projects that receive Missouri Arts Council funding must have a public presentation, in which the general public may participate or attend, within the fiscal year of the award. Examples of public presentations are exhibitions, publications, screenings, lectures, or performances. All public presentations must be open and accessible to the general public.

- **Be Accessible to All Persons with Disabilities**

MAC-funded programs must be accessible to persons with disabilities. Adequate accessibility includes timely notice of the event, space for disabled persons, proper scheduling to allow for the greatest number of persons to attend, adequate parking, and signage.

- **Fulfill Contractual Obligations**

Grant recipients of Missouri Arts Council funding will sign a contract obligating the organization to responsibilities that accompany these funds. Missouri Arts Council will take the necessary action to rescind the awards of grant recipients that fail to comply with the contractual requirements:

- **Recognize Missouri Arts Council Funding**

Projects that receive Missouri Arts Council funding must prominently recognize MAC's contribution on their organization's website as well as all project-related news releases, brochures, flyers, banners, etc., using the [MAC logo](#) and required credit line: "Financial assistance for this project has been provided by the Missouri Arts Council, a state agency." Verbal acknowledgement should be given for events where there are no printed materials and during communications with the media.

- **Be Nondiscriminatory**

The Missouri Arts Council complies with all local, state and federal laws and regulations concerning civil and human rights and must ensure that its programs, employment practices and grants are free of any discrimination based on race, color, national origin, disability, sex, or age. Any project receiving MAC funding must comply with the following federal laws and the applicant must sign a Grant Agreement attesting to its compliance:

- **Title VI of the Civil Rights Act of 1964**, as amended, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)
- As clarified by **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons in conducting your programs and activities. For assistance and information go to [www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance](http://www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance).
- **Title IX of the Education Amendments of 1972**, as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.).
- **Section 504 of the Rehabilitation Act of 1973**, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination

under any program or activity receiving Federal financial assistance (29 USC 794).

Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.

A staff member should be designated to serve as a 504 coordinator. Section 504 self-evaluation must be on file at your organization. The compliance and supporting documentation should be kept on file for a period of three years after the completion of the Missouri Arts Council-funded project. [Accessibility resources](#), including the *Section 504 Self Evaluation Workbook* and *Design for Accessibility: A Cultural Administrator's Handbook*, are available on National Endowment for the Arts' [website](#).

- **Age Discrimination Act of 1975**, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.).
- **Americans with Disabilities Act of 1990 (ADA)**, as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).

- **Meet Fair Labor Standards**

No part of any Missouri Arts Council-funded project will be performed or engaged in working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in such project. Compliance with the state's safety and sanitary laws is to take place shall be *prima facie* evidence of compliance.

All professional performers and related or supporting professional personnel employed on Missouri Arts Council-funded projects must be paid at least minimum compensation as determined by the U.S. Secretary of Labor to be the prevailing minimum compensation for persons employed in a similar activity.

- **Maintain Records for Review**

Grant recipients of Missouri Arts Council funding are responsible for the safekeeping and identification of financial records maintained in order to account for funds awarded to them. Financial records shall be subject to audit or review by MAC, the state of Missouri, and/or federal government and shall include all receipts, obligations, and disbursements of grant and matching monies. Records must be kept in the grant recipient's files for a period of three years after the completion of the Missouri Arts Council-funded project.

- **Changes to Your Grant**

You must inform Missouri Arts Council in advance if there are changes to your grant after you receive your award notification. For changes to programs, schedules, or contact information, you may simply send an email from the authorizing agent to your program specialist. If you are releasing funds or changing the authorizing agent, this should be requested on your organizational letterhead to the program specialist. All changes must be approved by Missouri Arts Council.

- **Maintain Eligibility**

Organizations receiving Missouri Arts Council funding must maintain its eligibility throughout the funded period. Organizations have lost their MAC award because the IRS or State of Missouri revoked their nonprofit status.

- **Updated Vendor Registration**

All Missouri Arts Council grant recipients must be registered with the State of Missouri as a vendor with current address and banking information to receive payment of the award. For more information, consult [State Vendor System for Payment of Grants](#) (Under Supplemental Documents).

- **Comply with E-Verify**

All organizations receiving Missouri Arts Council grant over \$5,000 must enroll in [E-Verify](#), provide a Memorandum of Understanding, AND annually sign the Certification form that confirms ongoing compliance with E-Verify. This requirement ensures compliance with state legislation. In addition, Missouri Arts Council grantees must check their new employees' immigration status with E-Verify, a federal online authorization program.

Even though the federal guidelines apply to employees hired by the organization, Missouri's law includes contracted staff that is internal to the organization and contracted to work on an ongoing basis. For example, executive directors, artistic directors, actors and technicians. E-Verify is not necessary for individuals contracted to work for one or two events. Both the St. Louis and Kansas City Volunteer Lawyers and Accountants for the Arts offices can assist you with information on E-Verify and Form I-9 (Employment Eligibility Verification).

- **Fulfill Audit Requirements**

Applicants are required to submit unqualified audited financial statements without adverse opinion with their application (or by June 1) if they meet the criteria listed below.

- Organizations with operating expenses and/or income of \$1,000,000 and over (if the applicant organization's operating budget is below \$1,000,000, but its parent organization is over \$1,000,000, then the applicant organization must submit a copy of the parent organization's audit with its application);
- Organizations receiving federal funds of \$300,000 or more in the form of one grant or the aggregate amount of multiple grants as part of MAC award(s)

Audited financial statements must conform to the following standards:

- Performed by an independent Certified Public Accountant (CPA);
- Presented on an accrual basis of accounting;
- The audit must cover the organization's most recently completed fiscal year.

Organizations that do not submit an audit by June 1 will jeopardize their eligibility for funding. In extraordinary circumstances, the Executive Director of the Missouri Arts Council may extend the deadline for meeting the audit requirement; however, no Grant Agreement will be issued until the audit has been submitted and approved by the Missouri Arts Council staff.

Exempt: Government agencies, public schools, and colleges/universities.

## **Additional Requirements for Grants Supported with Federal Funds**

The Missouri Arts Council uses a portion of its National Endowment for the Arts (NEA) Partnership to support grants in these grant categories:

- Arts Council – Operating Support
- Arts Education
- Established Institutions
- Mid-Sized Arts Organizations
- Organizations of Color

Section 10 of the Grant Agreement specifies if the Missouri Arts Council grant is partially supported by federal funds. Federally-funded grants must comply with the additional requirements listed below.

### **▪ Cost Principles, including Unallowable Expenses**

The allowability of costs for work performed for your Missouri Arts Council award is determined in accordance with NEA guidelines for Partnership and Arts Projects, [General Terms and Conditions for Partnership Agreements](#) (pages 13-17), [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#) (pages 9-11), and the [Uniform Guidance \(2 CFR 200\) Subpart E-Cost Principles](#). Where the determination of cost allowability differs, the NEA guidelines and Partnership General Terms and Conditions take precedence over the Uniform Guidance.

**All expenses in the approved project budget, payment requests, and final report must comply with these cost principles. This includes the amount supported with Federal funds and the required matching funds or any voluntary committed cost share.**

Listed below are **common unallowable costs** for grants supported with federal funds. The complete list is available [online](#) and included in the above-referenced documents.

- Project costs supported by any other federal funding. This includes federal funding received directly from a federal agency or indirectly from a pass-through organization.
- Awards to individuals or organizations to honor or recognize achievement
- Cash reserves and endowments.
- Commercial (for-profit) enterprises or activities, including concessions, food, T-shirts, artwork, or other items for resale. Unallowable costs include associated costs, such as staff.
- Compensation to foreign nationals, including travel to/from foreign countries, when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control.
- Entertainment and social activities, such as receptions, parties, and community gatherings, and associated costs (such as food, supplies, catering, alcoholic beverages, planning, and staffing).
- Home office workspace.
- Visa costs paid to the U.S. Government.
- Purchase of vehicles.

### **▪ Recognize National Endowment for the Arts Funding**

Acknowledgment of the National Endowment for the Arts (NEA) must be prominently displayed in all materials and announcements for the federally-funded project only. Use the [NEA logo](#) and credit line: "This project is supported in part by the National Endowment for the Arts." The National Endowment for the Arts should not be included in lists of donors that are not specific to the supported project or appear beyond the project period dates.

- **Debarment and Suspension**

Grant recipients must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the NEA in 2 CFR 32.3254, and Executive Order 12549. Grant recipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal program. Failure to comply may result in the debarment or suspension of the grantee and the National Endowment for the Arts suspending, terminating and/or recovering funds.

- **Active SAM Registration**

Grant recipients must maintain an active registration in the System for Award Management (SAM) and not be on the federal debarred or suspended list. The SAM registration must be active throughout the life of the grant, from application through final report submission. To remain active, grant recipients must renew the SAM registration annually and ensure that it has the up-to-date legal name, address, Points of Contact, and Entity Administrator. The SAM registrations helps to verify an organization's eligibility to receive federal grant funds. The SAM registration should be based on the DUNS number provided in the Missouri Arts Council application. The DUNS account should reflects the organization's legal name and current, physical address. (2 CFR 25)

- **Drug Free Workplace Act** requires grant recipients to publish a statement about your drug-free workplace program and share a copy with each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. Grantees must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state, and zip code). Grant recipients must notify the National Endowment for the Arts' Office of Grants Management) of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. Failure to comply with these requirements may be cause for debarment from Federal funding. (41 USC 701 et seq., 45 CFR 1155, and 2 CFR Part 3256)

- **National Environmental Policy Act (NEPA) of 1969**, as amended, applies to any Federal funds that would support an activity that may have environmental implications. We may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, we will determine whether a categorical exclusion may apply; to undertake an environmental assessment; or to issue a "finding of no significant impact," pursuant to applicable regulations and 42 USC Sec. 4332.

- **Native American Graves Protection and Repatriation Act of 1990** applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.).

- **Political lobbying**

The Grant Recipient is prohibited from conducting political lobbying, as defined in relevant statutes, regulations, and OMB Circulars, within a federally-supported grant project. The Grantee is also prohibited from using federal funds for lobbying specifically to obtain grants. Lobbying includes conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public. (2 CFR Part 200.450, 18 USC 1913, and 31 USC 1352)

## **Missouri Arts Council Funding Policies**

These policies are adopted by the Missouri Arts Council board and subject to change without advance notice. Please contact your Program Specialist or Michael Donovan, Executive Director, if you have any questions about these policies.

- **Incomplete Application**

Applications that are late or incomplete (missing required answers, attachments or support material) will not be considered for funding. We reserve the right to remove materials that do not comply with application requirements.

- **Funding Priorities Policy**

The Missouri Arts Council uses public funds to effect strategic goals as part of our mission to support the state with the arts. As such, we will prioritize funding organizations and projects that advance these strategies and goals:

- The primary purpose of the project must be artistic or related to the arts ability to strengthen individuals and communities.
- The project must be inclusive of Missouri citizens.
- MAC's intention is to support creative expression of art and performance without endorsing or supporting a particular faith, creed, or political ideology.

- **Emerging Arts Organizations**

New and emerging arts organizations need time and assistance to develop their mission and create effective events and programs. We encourage emerging groups to consult with MAC before requesting funds. Organizations may seek funding a minimum a year after nonprofit status, or until they have demonstrated programs to evaluate. Nothing in this policy would preclude MAC from funding a strategic initiative with a Partnership, chair, or executive committee grant.

- **Art Courses**

MAC does not fund art courses unless they are *predominately serving* a population that lacks access to arts programs due to geography, economics, ethnicity, or disability. Organizations requesting support for art courses must demonstrate that the majority of the target audience qualify as an underserved population according to Missouri Arts Council's definition.

Missouri Arts Council funds may be used for Master classes and workshops as an *ancillary activity* of a funded project. Missouri Arts Council supports projects that provide in-depth knowledge and skills in the arts in PK-12 schools and community settings through Missouri Arts Council's Arts Education Artists-in-Residence and Out-of-School grant programs.

- **Grant Writer Compensation**

Grantees may not pay a grant writer or fundraiser (or someone acting in that capacity) compensation based on a percentage of a grant award or contingent upon award of a grant.

- **Duplicate Funding**

Missouri Arts Council will not approve more than one grant toward a particular project during a funding year. If more than one organization is collaborating on a MAC-funded project, only one organization may include it in their grant application, interim report, and final report.

- **Fiscal Agent**

Missouri Arts Council does not fund projects using fiscal agents.

- **Grant Match Purpose**  
MAC funding leverages local public and private arts funding. This creates additional impact with state funds and helps incentivize local investment in the arts. Most MAC grants require at least a one-to-one cash match.
- **Funding Fluctuations**  
Funding is not guaranteed from year to year. Organizations must submit project proposals for panel review/recommendation and Missouri Arts Council board approval every year. Funding is based on the strength of the grant proposal (in terms of the evaluation criteria) as well as the organization's past performance. Missouri Arts Council will not approve more than one grant award to a particular project during any funding year.
- **Quality**  
While it is Missouri Arts Council's goal to fund programs that are of high quality, MAC believes that applicants cannot be measured by a single standard of quality. A high quality performance in one area of the state may not be considered to be of high quality in another area. Missouri Arts Council encourages and rewards the achievement of quality.
- **Cultural Diversity**  
Missouri Arts Council recognizes that there are a great variety of cultural traditions in the state. MAC encourages the presentation and expansion of art forms to include these cultures. In addition, applicants seeking Missouri Arts Council funds for programs targeting minorities must demonstrate people of color involvement in their planning process and execution.
- **Compensation to Artists**  
Missouri Arts Council believes that artists should be compensated for their artistic expertise and services rendered. MAC staff and panelists will advise the Council regarding appropriate compensation.
- **Employment of Missouri Artists**  
Missouri Arts Council encourages the employment of artists who are Missouri residents. However, MAC strives toward a balance in funding the development of Missouri artists and providing Missouri residents with the opportunity to experience artists from outside the state.
- **Community-Based Mural Projects [Under revision]**  
The Missouri Arts Council supports the creation of community-based murals in public spaces for creative placemaking. Community Mural projects ideally involve public engagement in their development, design, and placement.  
  
Funding for these projects may be obtained in an express project or annual Visual Arts Discipline grant. If an organization is an eligible Community Arts applicant, the project may be included as part of an Express Community Arts Basic or annual Community Arts Project or Operating Support grant. Matching funds are required and all MAC funding policies apply.

## **What MAC Cannot Fund**

Missouri Arts Council assistance cannot be used to fund the following items. However, these expenses may be included as matching funds (except for those marked with an asterisk (\*)).

- Programs occurring before or after the fiscal year in which it was funded\*
- Direct aid to individuals, including scholarships or fellowships
- Projects that have already occurred\*
- Projects outside the state of Missouri\*
- Basic operating expenses such as rent and utilities, unless *directly* related to the arts project the organization is presenting
- Youth productions, however MAC will consider funding the adult artistic professionals (including tech) that support the public performance
- Projects that are not primarily arts activities but are essentially recreational, rehabilitative or therapeutic
- Costs of parties, receptions, fundraising benefits and other social activities
- Cash prizes and awards
- Transportation of audiences to projects except in projects supported by Big Yellow School Bus
- Tickets to arts events
- Projects in which school, college or university course credit is the primary purpose
- Projects of faculty members of college or university applicants
- Non-expendable supplies and equipment (for example, copy machines, building supplies, and musical instruments) (Props, costumes, rented equipment, etc. are considered expendable items). Exception for non-expendable supplies and equipment: Accelerate
- Organizations receiving line-item funding from the state of Missouri
- State funds cannot be matched with state funds. This includes programs receiving funding through Mid-America Arts Alliance that use state funds from the Missouri Arts Council.
- Exhibitions in which only associates of the organization — students, faculty, and/or members — are eligible to exhibit.
- Submissions that do not meet the minimum viewing hours. Exhibition projects must meet the minimum exhibition viewing hours of 16 hours during the week and 6 hours during weekends or evenings (after 5:00 p.m.). The exhibition viewing hours must be published in promotional materials.
- Commissions and acquisitions of permanent works in the visual arts
- Historic re-enactments
- Research projects on historical folk arts no longer practiced in Missouri
- Archival or restoration projects
- Publications whose sole purpose is to market commercial enterprises
- Permanent acquisitions (for example, buildings or land)
- Capital improvements, new construction, renovation or restoration
- Investment or contingency funding (for example, accounts earning interest)
- Deficits

## **Additional Grant Program Requirements**

Some grant programs have additional eligibility or other program requirements.

**Refer to the separate [guidelines](#) for the following grant programs:**

- Arts Council Grants
- Arts Education Program
- Big Yellow School Bus
- Established Institutions and Mid-Sized Arts Organizations
- Express Grants  
(application used for Arts Council Basic, Project, and Organizations of Color)
- Express Touring – Community and School
- Partnership (by invitation only)

## **Operating Support Grants**

Missouri Arts Council provides Operating Support grants through the following grant programs: Arts Council – Operating Support, Established Institutions, and Mid-Sized Arts Organizations.

Operating Support grants cannot be used for unallowable costs described under Cost Principals (page 10) and listed on page 14. Allowable expenses for operating support grants include but not limited to:

- Salary support, full or partial, for one or more staff positions, including fringe benefits.
- Fees and stipends for artists and/or contractual personnel to support the services they provide for specific activities.
- Facilities costs, including rent, mortgage (principal only), utilities, security, insurance, and cleaning services.
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Marketing and promotion costs related to the project.

## **Folk Arts Program**

Folk Arts Program accepts applications for projects that perpetuate and present traditional arts and artists, preferably those associated with the state of Missouri. For the purposes of this grant category, folk arts are defined as the living, functional and expressive arts of everyday people passed down informally by word of mouth or imitation within close-knit groups. Such groups include: family, community, occupational, ethnic, regional, or religious groups. The Folk Arts Program accepts applications for a variety of folk arts projects that can include the following:

- Exhibitions
- Performances and concerts
- Cultural tourism
- Demonstrations and workshops
- Folk life festivals
- School programs and residencies

### **Funding Priority for Folk Arts**

- MAC strives to reach underserved areas and groups with special attention toward living traditional arts that are in danger of disappearing.
- Traditional arts practiced in Missouri by Missouri traditional artists.

### **Additional Application Instructions for Folk Arts**

Folk Arts Program applicants should:

- Select the drop-down option for “Folk Arts” on the Annual Discipline application form
- Answer the additional Folk Arts questions: How does the project support living traditional arts and the artists who practice them? Describe the cultural significance of the art form(s) and the cultural heritage of the artists.

Staff members of the Missouri Folk Arts Program are located on the campus of the University of Missouri-Columbia, serve as program specialists, and provide technical assistance to grant applicants.

Their mission is to build cross-cultural understanding by documenting, conserving, and presenting our state's living folk arts and folklife in collaboration with Missouri's residents.

### **Organizations of Color Program**

Under the current policy, projects in the Organizations of Color grant program must meet one of the following criteria:

- Organizations where a majority of the board and staff are African American, Asian American, Latinx, or Native American (as reflected in the Demographic section of the application).
- The majority of the audience/participants are African American, Asian American, Latinx, or Native American (this must be demonstrated in the project description of the application).

**Note:** The Missouri Arts Council is re-evaluating the Organizations of Color grant program and our funding policies. If you have suggestions or questions, please contact Michael Donovan, Executive Director, at [michael.donovan@ltgov.mo.gov](mailto:michael.donovan@ltgov.mo.gov) or 314-340-4740.

### **Additional Requirements for Artistic Disciplines**

Artistic disciplines may have additional requirements which are applicable in all of Missouri Arts Council's grant programs unless stated otherwise.

#### **Dance**

Applicants requesting support for dance productions that include students should address the following:

- Number of professional performers vs. the number of student performers in the production
- Qualifications of the teacher.
- Quality of the work being produced by the dance company/school.
- Budget Detail should include ticket prices.

#### **Electronic Media Arts**

Missouri Arts Council accepts for consideration projects of a primarily artistic nature in the following mediums: film, video, digital (for example, web-based), radio, and audio. MAC considers both the intent and content of the proposed projects. If the primary intent is to exhibit or promote another art form (for example, visual arts, literature), MAC will refer the project to the appropriate discipline.

Missouri Arts Council supports projects that propose to exhibit or create works of art in electronic media. MAC encourages Missouri-based works and non-commercial short film and video for exhibition.

Missouri Arts Council will consider projects involving the creation of works at any stage in development. Higher priority is given to projects with smaller budgets (up to \$150,000), noncommercial projects (for example, experimental, or video works), and projects requesting funds to assist with their completion.

#### **Festivals (Category Only)**

These requirements only apply to organizations requesting Annual Discipline or Off Year support in the Festivals category.

#### **Additional Eligibility Criteria**

- An arts festival has a significant emphasis on the arts, often with a variety of media, even if it is focused on one artistic area.
- An arts festival has a concentration of many arts activities and provides a showcase for local, regional, or national artistic talent.
- An arts festival occurs in a condensed time period. The length of a festival depends largely on the intensity and types of events scheduled. At minimum, an arts festival is an all-day event, usually

- 8-10 hours long. It may be longer than a day, for example, a weekend or an entire week.
- An arts festival revolves around a theme that is easily identified.

#### Not Eligible:

- Event that has one activity scheduled over several days
- Series of events (for example, a single performance that occurs every Friday night for a month)
- Special event (for example, a single evening performance of cowboy poetry)
- Carnival/fairway

#### Additional Application Requirements for Festivals

- Financial Statement: Festivals applicants are required to submit a financial statement for the previous year's festival (first-year festivals are exempt from this requirement).
- If applying for support of multiple festivals, the Festivals applicant must clearly indicate/label which festival the expenses and income are for. For example, Fall Fest-Insurance \$500 and Jazz Fest-Stage Rental \$1,000. Previously, applicants submitted separate Budget Details, but the new grant system format requires a different approach.
- Festivals applicants are required to submit the festival schedule of events and activities from the previous year's festival. This could be printed materials distributed to participants or an image of the schedule of activities posted at the event.
- Only one organization may apply for funding for a particular festival. Additional participants may not request funds for the same event.

#### Literature

Missouri Arts Council focuses on literary projects, including public readings as well as print and/or digital journals and independent and university presses that publish poetry, fiction, drama, and/or creative nonfiction by contemporary writers and translators.

#### Multidiscipline (Category Only)

These requirements only apply to organizations requesting Annual Discipline or Off Year support in the Festivals category.

Organizations that present or produce projects involving at least two different art disciplines might consider applying to the Multidiscipline category. Sometimes proposals for a single-discipline project receive higher reviews by the Discipline panel rather than proposals for two projects in different disciplines in the Multidiscipline category. For guidance, contact the multidiscipline program specialist.

#### Music

Applicants requesting support for music projects should include a proposed repertoire for the project in the project description.

Organizations applying for Annual Discipline support must choose Music Instrumental or Music Vocal/Presenters. For guidance, contact the music program specialist.

#### Theater

Applicants interested in applying in Annual Discipline, Off Year, or Express Project support may include the following projects. This is not an exhaustive list.

- Production or presentation of existing contemporary or classical work.
- Development and production of new work, translations, and adaptations.
- Community-based projects that involve the creation and/or production of theater with community members.

- Development, production, or presentation of theater work for young audiences.

### **Visual Arts**

- Applicants requesting exhibit support (in any grant program or category) must provide the viewing hours. The minimum requirement is 16 hours during the week and 6 hours during weekends or evenings (after 5:00 p.m.).
- Missouri Arts Council funds cannot be used for exhibitions in which only associates of the organization—students, faculty, and/or members—are eligible to exhibit.
- Exhibitions displaying original works of art receive priority over exhibits of reproductions.
- Exhibitions of the applicant's permanent collection must demonstrate the following:
  - The "newness" or original nature of the materials or information presented;
  - The reasonableness of the conservation/preservation expenses related to the program; and
  - The program's educational value and/or cultural enrichment for the public.

## Policies for Colleges and Universities

Colleges and Universities may apply for Missouri Arts Council funding. Their programs must be marketed and accessible to the general public in addition to students, faculty, and staff. MAC requires that at least 30% of the audience for college/university-affiliated programs come from the general public.

- Accessibility for programs occurring on the college/university campus includes, but is not limited to, providing adequate signage directing the general public to the space and providing parking for off-campus visitors during the performance, exhibition hours, or arts activity.
- MAC will not accept applications for projects in which course credit is the primary purpose.
- MAC will not accept proposals for projects of faculty members of college/university applicants.

### College Application Limit

Each *academic department* may receive one application per fiscal year. However, when the department includes more than one artistic discipline, MAC will accept one application for *each* artistic discipline per fiscal year. For example, the Theater and Dance department may submit two applications—one for Dance and another for Theater. However, the University cannot submit two applications on behalf of Theater. For administration departments (like student affairs), MAC will accept one application per fiscal year.

### College Budgets

Please contact your Program Specialist for assistance with your budget.

- F&A Costs: Missouri Arts Council does NOT allow colleges/universities to charge a F&A cost recovery fee. While MAC won't pay standard F&A charges, the budget may include basic operating costs that are directly related to the arts project.
- In Kind Contributions: MAC's definition of in kind is different than a university definition. MAC defines in kind donation as a donation of products or services from an individual or company outside of the university. MAC considers contributions from different university departments as applicant cash, not in kind.
- State funds cannot be matched with state funds.

### College Applications vs. Interim/Final Report:

- In the application, the college/university should provide all of the project expenses and income for the proposed arts project.
- MAC prefers to see the relevant project expenses/income in the Interim and Final Reports. However, MAC understands that this might not be possible due to some policies about matching funds. In such cases, the college/university applicant must clearly state that the Interim/Final Report reflects the minimum budget to satisfy MAC's matching fund requirement. Sample text: *XYZ College has decreased the Project Budget to the minimum needed to match the MAC award. Since MAC requires a one-to-one match, the college is matching the \$5,000 MAC award with \$5,000 in applicant cash. Although the Project Budget has been decreased to the minimum match amount, the college acknowledges that the MAC award is supporting the entire Arts Project.*

### College Contact Person

- MAC encourages all applicants to coordinate with the university's grants/sponsored research office.
- Only one person can be the official contact person with one email address, phone number, fax, and mailing address. This is used for all correspondence. Colleges/universities may provide additional/back up contacts for the grant file.

### Authorizing Official

For college/university, the authorizing official is the President or Board Officer.

## **Multi-Year Review Cycle**

Most of Missouri Arts Council's annual grants are reviewed every other year. This includes Arts Council Project, Discipline, Folk Arts Program, and Organizations of Color Program. Organizations that receive operating support (Arts Council Operating, Established Institutions, and Mid-Sized Arts Organizations) are reviewed every three years. This process provides project support for multiple years, resulting in reduced time for preparing applications and greater assurance of funding.

For the "on year," an organization submits an application for an arts project that will occur in the upcoming fiscal year. The panel's review of the proposal determines the organization's score for two (or three) years—the review year and following year(s)—using the funding formula.

During the interim year, an organization submits an Off Year Application. The off year award is determined by a funding formula which is based on the "on year" score and request amount, as well as available funding for that fiscal year. Missouri Arts Council budget changes every year and MAC applicants should anticipate that the award amount for the interim grant cycle will be different. The available funding depends upon the funds provided by the General Assembly and National Endowment for the Arts, as well as the budget approved by the Missouri Arts Council board at the June meeting.

## **Application Review Process**

The Missouri Arts Council aims to distribute funds fairly and equitably among art forms and across the geographic and ethnic diversity of Missouri. Advisory panelists evaluate applications according to three weighted criteria: Artistic Quality, Community Involvement, and Management Ability. Most discipline grants are weighted by 50%/30%/20%. Arts Council Program's criteria are weighted 30%/40%/30%.

### **Artistic Quality**

#### *Artistic Quality*

MAC considers the extent to which a project maintains and improves the quality of Missouri's arts services and broadens the artistic scope of the state's cultural activities. MAC also considers the degree to which the project preserves and enriches the cultural resources of the state and encourages traditional artistic activities and new and imaginative endeavors. In making determinations about artistic quality, application reviewers are guided by:

- Biographical summaries of key artistic and technical participants.
- Support materials, such as photographs, CDs, catalogs, reviews and articles ☐The project's contribution to its respective art field.
- Folk Arts Program: Evidence of the authenticity and artistic integrity of the traditional art form and artists.

#### *Creativity*

MAC evaluates the extent to which a project challenges and develops the applicant organization's creative capabilities and the aesthetics of their constituencies by considering the following:

- The utilization of original and unique works of art.
- Originality in program concept, design, and presentation.

### **Community Involvement**

The applicant organization should be in dialogue with its community about local needs and strengths and arts programming should reflect that dialogue.

#### *Community Need*

MAC considers the community's need for the project as determined by:

- Community location and reach of applicant and the geographic need for arts services.

- The project's contribution to the education of the local community.
- Demographics of applicant organization's board, staff and volunteers
- The estimated size and range of audiences directly served by the project.
- Outreach services to new and diverse audiences (for example, racial and ethnic minorities, the elderly, the disadvantaged, and the physically or mentally challenged).
- Creativity in audience outreach strategies.
- Development and/or exposure of Missouri artists.
- Accessibility of the project to the general public (location of project, appropriateness of facility, cost of event, publicity, etc.).

#### *Community Support*

Community's support of the project is determined by:

- Size of past audiences.
- Financial backing and/or donated professional goods/services from the community or local government.
- Letters of support/interest from past or proposed participants in the project.
- Folk Arts Program: Evidence of the involvement of representatives and cultural specialists from the traditional communities presented.

#### **Management Ability**

##### *Administrative Ability*

The quality of the organization's project management is determined by:

- Program management including personnel, program development, marketing, venue management, activities, sponsors, volunteers, etc.
- Biographical summaries of administrative staff, whether paid or volunteer.
- Financial stability of the organization based upon financial reports.
- Administration of previous MAC-funded programs, including submission of prompt and complete Missouri Arts Council paperwork, as reported by MAC staff.
- Clarity and completeness of the application form.
- The organization's fulfillment of its stated mission and long-range goals.
- Evaluations of past projects.
- Past program support materials.

#### *Program Budget*

The project budget is evaluated by considering the following elements:

- Accuracy.
- Feasibility of the proposed project expenses and income.
- Amount and diversity of non-Missouri Arts Council financial support for the project.
- Evidence of clear financial need for Missouri Arts Council support. There are different dimensions of need. One organization may need MAC funds to stay in business while another may need funds to improve the quality of what it is doing. Both types of need are legitimate.

## **Advisory Panels**

Each year Missouri Arts Council appoints Missouri residents and regional representatives to serve as volunteer panelists to review grant applications. Selected panelists are either knowledgeable in a particular art form or they are arts enthusiasts who serve as community representatives on the panel. Panel composition varies according to grant program. Panelists may include program and administrative staff of cultural organizations, artists, community leaders, and educators who represent diverse geographic, ethnic, gender, and aesthetic perspectives. A Missouri Arts Council board member serves as panel chair to facilitate the review and enforce MAC policy. If you would like to serve on an advisory panel, complete a [nomination form](#). For more information, go to [MAC website](#).

## **Determining Grant Amount**

The allocation of funds is determined after the Missouri Arts Council budget has been approved by the Governor and MAC board. Funding for each application will be determined by a funding formula which will be based on the average score, request amount, and available funding for that fiscal year. Details and example follows:

1. Multiply the request by the score. For example, if the request was \$10,000 and score was 86.5, then \$10,000 would be multiplied by 0.865 resulting in \$8,650.
2. Multiply the result from step 1 with an adjusting percentage that brings the total to the amount of available funding for that fiscal year. The adjusting percentage is determined by dividing the total available funds by the total requests. For example, if the available funding were \$100,000 and request total was \$250,000, the adjusting percentage would be 40% ( $\text{request total}/\text{available funding} = 0.40$ ). Using the example from step 1, \$8,650 would be multiplied by 0.40 resulting in \$3,460 for the award amount.

## **Panel Meetings**

All applicants are welcome to attend the panel meetings in-person or listen to the conference call for the program to which they have applied. Each applicant will be notified of the time, date, and location of their panel meeting as well as the phone number for the conference call. Observing the panel process can help applicants understand how Missouri Arts Council programs work and improve their application.

Panel meetings are conducted by conference call. The panelists discuss and possibly change the average scores presented and the compiled written comments. The meeting concludes with a discussion on policy and issues. The panel's recommendations of average scores are presented to the Missouri Arts Council board for approval at the June meeting.

## **Notification**

In July, Missouri Arts Council sends written notification to applicants of the Missouri Arts Council board funding decisions. This notification may include panel comments, recommendations, and/or grant stipulations. This feedback can be helpful for organizations to improve future applications.

**If not funded**, an organization may:

- Contact [your program specialist](#) to discuss the application and panel's feedback.
- Submit a Letter of Reconsideration (see Reconsideration Policy below for details).

**If funded**, then the organization must submit Missouri Arts Council grant paperwork in a timely fashion and fulfill all the grant requirements (see pages 7-19 for details). Failure to comply may jeopardize current and/or future MAC funding. To receive payment, organizations must first incur the expenses for the Missouri Arts Council-funded project and meet other requirements.

## **Reconsideration Policy**

Applicants may be eligible for reconsideration by the Missouri Arts Council board if they are zero-funded or significantly reduced award amount. In addition, artists not recommended for inclusion in the Missouri Touring Performers Directory may be eligible for reconsideration by the Missouri Arts Council board.

In order to qualify for reconsideration of a Missouri Arts Council funding decision, the applicant must be able to demonstrate one of the following occurred:

- Panel's review of the applicant's request was based on criteria other than those stated in Missouri Arts Council's guidelines.
- Panel funding recommendation was based on the influence of an advisory panel member with undisclosed conflicts of interest.
- Required information, which the applicant submitted with the application by the posted deadline, was withheld from the panel or Missouri Arts Council board.
- If the applicant believes there are grounds for reconsideration, the applicant must submit a formal letter requesting reconsideration of the MAC-funding decision to the Assistant Director at the Missouri Arts Council office within 30 days of the funding notification. The steps for reconsideration are as follows:
  - Assistant Director will review the appeal and grant proposal based on the Evaluation Criteria and discuss the appeal with the following, as needed: appropriate Program Specialist, panel Chair/ Missouri Arts Council board member, or panel members.
  - Both the Assistant Director and Executive Director will review the appeal and, if necessary, make a recommendation to the Missouri Arts Council board.
  - At the subsequent meeting, the full Missouri Arts Council board will review the appeal and staff recommendation and render a decision, based on available resources. Applicant will receive notification of the decision within 30 days of the MAC board meeting.

## **When in Doubt, Call or Email**

If you read the policies in the Guide to Grants, instructions, and form and still don't know what to do, call or email your Program Specialist. We're here to help you. To determine the appropriate [program specialist](#), review the program and categories listed on the Missouri Arts Council website.

## **Summary Budget Line Item Descriptions**

Organizations must provide a detailed budget when submitting the Annual or Express Application, Interim Report (annual grants), and Final Report. Below are descriptions for the Budget Line Items.

- For the Application and Interim Report, organizations provide projected budget.
- For the Final Report, organizations provide actual numbers for the project expenses and income.

### **Cash Expenses**

- **Personnel - Administrative:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Personnel - Artistic:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Personnel - Technical/Production:** Personnel expenses are for staff positions only (full or part time). Temporary or contract help should be included under Outside Fees and Services (Artistic or Other).
- **Outside Artistic Fees and Services:** Outside Fees and Service expenses are for temporary or contract help. Staff positions (full or part time) should be included under Personnel (Administrative, Artistic, or Tech).
- **Outside Other Fees and Services:** Outside Fees and Service expenses are for temporary or contract help. Staff positions (full or part time) should be included under Personnel (Administrative, Artistic, or Tech).
- **Space Rental:** You may not include rental costs if you own the venue.
- **Travel:** All costs directly related to the travel of an individual or individuals and specifically identified with the project. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses see Remaining Operating Expenses.
- **Marketing:** All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under Personnel or Outside Fees and Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see Remaining Operating Expenses.
- **Remaining Operating Expenses:** All expenses not entered in other categories and specifically identified with the project. These include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, nonstructural renovations or improvements, security and trucking, shipping and hauling expenses.
- **Capital Expenditures - Acquisitions:** Expenses for additions to a collection, such as works of art, artifacts, plants, animals, or historic documents, the purchase of which is specifically identified with the project. MAC does NOT FUND Capital Expenditures.
- **Capital Expenditures - Other: Expenses:** for purchase of buildings or real estate; renovations or improvements involving structural changes; payments for roads, driveways or parking lots; permanent and generally immobile equipment such as grid systems or central air conditioning etc., which are specifically identified with the project. MAC does NOT FUND Capital Expenditures.

### **Cash Income**

- **Admissions:** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributed or prorated to the project. Do not put booth rental fees here (include in Other Revenue).

- **Contracted Services Revenue:** Revenue derived from fees earned through the sale of services. Include the sale of workshops, etc. to other community organizations, out-of-state fees, government contracts for specific services, performance or residency fees, tuition, etc.
  - **Corporate Support:** Cash support derived from contributions given for this project by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this project.
  - **Foundation Support:** Cash support derived from grants given for this project by private foundations, or a proportionate share of such grants allocated to this project.
  - **Other Private Support:** Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fundraising events. (Funds from united arts funds, such as the Allied Arts Council of St. Joseph and the Arts and Education Council of Greater St. Louis, should be entered on this line.)
  - **Government Support - Federal:** Cash support derived from grants or appropriations given for this project by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to the project.
  - **Government Support - State/Regional:** Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the state government and/or multi-state consortiums of state agencies (i.e., Mid-America Arts Alliance), or a proportionate share of such grants or appropriations allocated to the project. (Also includes funding from the Missouri Humanities Council. Note: State funds cannot be used to match state funds from MAC.)
  - **Government Support - Local:** Cash support derived from grants or appropriations given for this project by city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriations allocated to the project. (Also include funds from such entities as the Municipal Arts Commission in Kansas City, the Columbia Arts Commission, the Regional Arts Commission in St. Louis and the Springfield Convention and Visitors Bureau.)
  - **Other Revenue:** Revenue derived from sources other than those listed above. Include booth rental fees, catalogue sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
  - **Applicant Cash (used for this grant):** Funds from the applicants present and/or anticipated resources that the applicant plans to provide to the project other than income listed above (Do not include MAC grant in this line.)
  - **Missouri Arts Council Grant:**
    - **Application:** **MAC Request** cannot exceed 50% of total project expenses or maximum request amount (depending on grant program), whichever is less.
      - Annual Discipline and Off-Year: \$30,000.
      - Annual Arts Education: \$30,000.
      - Express Project: \$2,500.
      - Express Organizations of Color or Arts Council Basic or Arts Education: \$3,500.
      - Express Touring: Maximum request is 60% of the Artist Fee up to \$3,000.
    - **Interim Report:** The **MAC Grant** cannot exceed 50% of the total project expenses.\*
    - **Final Report:** **MAC Grant Amount Spent** cannot exceed 50% of the total project expenses.\*
- \* If a grant recipient cannot use the entire award due to insufficient project expense, contact your Program Specialist. Your organization might need to release a portion of the grant.